

LIBRARY COORDINATOR

DISTINGUISHING FEATURES

The fundamental reason the Library Coordinator exists is to perform professional level work and supervision in one or more specialized aspects of library operations and coordination of a section or branch within the library system in the Community Services Department. This classification is supervisory. The major coordinator functions are public services, collection development, administration, and automation/technology. Work is performed under general supervision by a Senior Library Coordinator or Library Manager. The Library Coordinator is distinguished from the Senior Library Coordinator by the latter supervising multiple sections or a branch library.

ESSENTIAL FUNCTIONS

Plan and coordinate implementation of section objectives and responsibilities. Prepare written and technical reports.

Select, train, evaluate and supervise clerical, paraprofessional and professional staff in assigned area; prepare performance appraisals and recommend disciplinary actions; listen and provide feedback.

Provide in-depth reference and readers advisory service to patrons; plan special displays, activities and programs for various age groups. Promotes use of library resources through appropriate community contacts. Schedule staff on public service desks and evaluate staff public contact work. Provide training to staff to maintain quality desk skills. Coordinate reference, youth, branch or periodical activities.

Supervise and coordinate the acquisitions section, which purchases all the library books, audiovisual, items, periodicals, etc. Coordinate the selection of all library books and materials by system librarians.

Research and conduct studies, prepare charts and analyze statistics; prepare, coordinate and finalize the division's budget; coordinate the production of all library graphics; plan and coordinate the library's delivery services; plan, supervise and monitor work flow of administrative staff members.

Manage the on-line computer system including all technical aspects, policies, and procedures; serve as resource person for the library's automation needs. Plan, implement and maintain the library's automation growth and expansion. Research library technology. Participate as a member of library technology committee.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Library policies, procedures and operations.

Automated systems for library operations.

The principles and practices of employee supervision and training;

Budget preparation and monitoring.

Publishers, authors, CD-ROM, book trade and on-line services.

Ability to:

Supervise the work of others through planning, organizing, instructing, motivating, and evaluating performance objectively.

performance objectively.

Interpret library policies and communicate library services to the public.

Monitor and evaluate program outcomes and budgets.

Communicate clearly and concisely, both verbally and in writing;

Establish and maintain effective working relationships with citizens, vendors, and City staff at all levels. Resolve citizen complaints or problems effectively.

Operate a personal computer, including software packages.

Maintain regular consistent attendance and punctuality are essential functions.

Work weekends, evenings and holidays.

Education & Experience

A Bachelor's degree in Liberal Arts or related area plus two years professional level experience in library work, principles, materials, practices and related field of specialization, including six months in supervisory capacity.

A Master's in Library Science is highly desirable.

Automation and Library Technology coordinator positions require considerable experience or coursework emphasis on the library's computer system and library automation in general.

FLSA Status: Exempt

HR Ordinance Status: Unclassified